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DD / S R E G I S T R Y
F I L E *Accounting*

FEB 17 1964

MEMORANDUM FOR THE RECORD

SUBJECT : Office of Finance Briefing - Confidential Funds
Division on 7 February 1964

1. Present were: Colonel White, Mr. Lloyd, [REDACTED]

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2. A copy of the outline of Mr. [REDACTED] remarks is attached to the subject copy of this memorandum.

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3. Mr. [REDACTED] indicated his interest in developing a system of rotational assignment planning for all personnel with a Budget Finance career designation. Several other improvements he is planning are listed at the end of his outline. Colonel White expressed a particular interest in having the Confidential Funds Division pursue actively the improvements in property procedures and the flow of property documentation, and Mr. [REDACTED] indicated he had definite plans to do so.

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[REDACTED]
Special Assistant to the
Deputy Director for Support

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Attachment: As stated above

cc: Office of Finance
Confidential Funds Division

SA-DD/S:RHW:kbb (17 Feb 64)

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OPERATIONS AND LIAISON BRANCH

1. Audit and Certify:
 - a. Class B Accountings
 - b. Project Accountings
 - c. Agent Accountings
 - d. Proprietary Advances
 - e. Imprest Fund Accountings
 - f. Travel Vouchers
2. Reasons for Audit:
 - a. Disbursement for official purposes
 - b. Transactions properly approved
 - c. Money channeled properly
 - d. Goods or services received
 - e. Proper accountings provided for
 - f. Accuracy
3. Liaison:
 - a. Fiscal sections of Project outlines
 - b. Fiscal Annexes for Subsidies
 - c. Administrative Plans for Proprietaries
 - d. Briefings
 - e. Training
4. Advantages of such a Unit:
 - a. Standardization and Uniformity
 - b. Independence
 - c. Speed
5. Philosophy of Operation!
6. Major problem -- Rotation!

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ACCOUNTS BRANCH

1. Financial Recording:

- a. Class A Station Accountings
- b.
- c. Type I Property
- d. Type II Property
- e. Schedules of Shipment
- f. Headquarters Property
- g. Tab 6 billings

2. Voucher Review for IBM

3. Accounting Control:

- a. General Ledger and Reports
- b. Accounts Receivable

4. Proprietaries

5. Main Problem -- Flow of documentation

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PLANNED IMPROVEMENTS

1. MECHANIZE PAYROLLING OPERATION.
2. STANDARDIZE PERSONNEL CONTRACTS.
3. IMPROVE PROPERTY PROCEDURES.
4. USE STATISTICAL SAMPLING OF VOUCHERS.
5. ESTABLISH CENTRAL TRAVEL UNIT.
6. GET OVERSEAS ADVANCES UNDER CONTROL
7. IMPROVE PROPRIETARY FINANCIAL PROCEDURES.

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